



# TOWN OF FREDERICK MEMORANDUM

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TO: Honorable Mayor and Board of Trustees

FROM: Matt LeCerf, Town Manager

DATE: April 28, 2015

CC: Town Staff  
Local Media

**SUBJECT: Departmental Report**

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Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- 04/28/2015 – Regular Meeting
  - 05/05/2015 – Work Session
  - 05/12/2015 – Regular Meeting
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## **Planning Department**

- *Tree Inventory* – The Town has been awarded financial assistance from the Department of Local Affairs through the University Technical Assistance program to complete a tree inventory of all trees on Town owned and maintained properties. A horticulture student from Colorado State University will be assessing the tree species, size, and health and entering the information into a GIS database. This work will begin in May and is anticipated to continue through the fall.

## **Police Department**

- *Federal Theft Case* – Sergeant Dave Egan and Officer Ken Doll testified on April 14<sup>th</sup> in a federal court case in Grand Rapids, Michigan. Both officers were flown to Michigan on April 13<sup>th</sup> and returned after testifying on the 14<sup>th</sup>. Federal prosecutors paid for their travel because their testimony was needed in the trial of a defendant named Ronald Myers. The officers first encountered Mr. Myers a couple of years ago when they caught him attempting to break into the storage lot at Trans West. Sergeant Egan was notified that Mr. Myers was convicted on all counts.

Built on What Matters.

## **Public Works Department**

- *ProScan* – The PW team participated in a half day ProScan retreat with Darrell Hammond Friday the 24<sup>th</sup>. The process was well received by the staff.
- *Seasonal Help* – Staff will be conducting interviews the week of the 27<sup>th</sup> to fill seasonal positions.

## **Administration**

- *Valuation Contract* - The Town has executed an agreement through our legal counsel who handles our electrical utility matters to perform the valuation of the United Power service territory in the incorporated limits of the Town of Frederick. Based on the scope and the accuracy and availability of the data as evaluated by the contractor the process should take approximately 4 months.
- *Wheeling Credit* - In our recent billing received for power supply during the month of March 2015 United Power again provided us another credit for inaccurate billing through the wheeling. This total was \$8,287.34, this is based on an initial request for a response sent at the beginning of December. Unfortunately we did not receive any response from this initial request and a second request was made in March on this matter.
- *DIY Day*- We are working hard to line up presenters and fun do-it-yourself projects for DIY Day for June 13<sup>th</sup>. In addition to contacting local businesses and partners, we are doing a public call for volunteers for folks who are willing to show off their DIY muscles.
- *Events Brochures*- The Events Brochures have been designed and finalized. We are getting the brochure printed so it's ready for the Frederick Fishing Clinic and all summer events.
- *Frederick Market*- The Frederick Market has added two new produce vendors and a few new crafters/food vendors. In addition to the new vendors, we are finalizing the music and special events for the season as well.
- *Chainsaw Carving Event*- We have finalized the dates and overall concept for Chainsaws and Chuckwagons – the Chainsaw Carving Event will take place from September 2<sup>nd</sup> – 5<sup>th</sup>. In addition to the chainsaw carving, we will bring food trucks and live music on Thursday, Friday and Saturday nights. We have started recruiting carvers and have some carvers expressing interest all the way from Canada and Atlanta!
- *Sponsorships and Marketing*- In addition to the event logistics, we are working on sponsorships and marketing materials, including web ads, posters, Facebook events, websites and event calendars for each event as well.
- *Former Bank Building in Downtown* – We are currently working on the final touches of a lease agreement with an existing company in Frederick who is looking for a building to locate their professional offices in. If the agreement is finalized and executed, we will disclose the tenant publicly.
- *Former Public Works Building* – Demolition has begun on the former public works building. We expect that it will be completed no later than the first full week of May.

## **Finance**

- *Audit* – Field work should be completed this week.
- *Investments* – The Town had a \$1,000,000 bond called on April 20<sup>th</sup>. To reduce the call exposure in the portfolio, the funds were reinvested in two separate bonds, one of which matures in August 2017 and is non-callable. The other bond has a one-time call and matures April 2018.

## **Engineering Department**

- *East I-25 Frontage Road & Bella Rosa Pkwy Intersection* – CDOT has restudied this intersection and is proposing to install 4-Way Stop Signs here. This will improve the safety and still provide a Service Level B at this intersection which is very high. Town staff has requested that CDOT also install street lights on both sides of I-25 at this location and was told this would be considered as a future improvement. Frederick Power and Light does not service this area or we would have completed this installation some time ago as the safety in this area and in our community should be at a premium.
- *Northern Integrated Supply Project (NISP)*- The Army Corps of Engineers will be releasing the Supplemental Draft Environmental Impact Study (SDEIS) in late June 2015 and it is anticipated that public meetings on the SDEIS will be held in mid to late July 2015. This future water supply is critical for Frederick and is the most environmentally responsible option available. Please check the NISP website (<http://www.northernwater.org/WaterProjects/NISP.aspx>) or contact Dick Leffler at the Town if you would like more information.
- *Raw Water Line Extension* – Coyote Ridge Construction has substantially completed the extension of the raw water line in Tipple Pkwy from Maple Street to the NW corner of Carriage Hills 2 Subdivision. Stub outs were provided to make raw water available through future extensions to parks and open space within Coal Ridge, Carriage Hills 2, and the proposed Village East subdivisions. The Carriage Hills developer will extend the raw water line east and then south along Ridgeway Blvd with their next phase of development.
- *Raw Water Irrigation Started* – Staff has coordinated pump maintenance and repairs to allow the delivery of raw water for golf course, parks and open space irrigation. Orders have been placed with the Lower Boulder Ditch Co to deliver water to Milavec Lake and the Bulrush Wetlands as soon as water is delivered through the ditch.
- *Traffic signal at Colorado Blvd and Safeway gas access* -Staff has approved construction plans and the project will be bid by Safeway. Construction and installation of the signal is anticipated late summer. No costs are expected to be incurred by the Town on this critical safety improvement.
- *Building Safety Month in May* - This year's theme is Resilient Communities Start with Building Codes. Each week will spotlight a specific area of building safety – check the Town website.

### **Electric Department**

- *Charge Ahead Colorado Grant* - We were recently awarded a grant for two Electric Vehicle Charging stations from the Colorado Energy Office. Both will be two port stations and each will be capable of charging two vehicles at once. The addition of these units will make Frederick an attraction for people with electric, or hybrid vehicles, and will allow them to use the stations at no charge. While charging their vehicles they would have the opportunity to enjoy activities in the downtown Frederick area. The total amount allowed for the grant is \$12,520.00 for both of the units.
- *Meter Training* - We are continuing to learn more about the new AMI meter system and the many capabilities that we have. We recently tested the “Disconnect/Connect” feature on a meter attached to the Town Hall facility with 100% success. With this feature we are able to connect an electric service that is currently turned off from our computer without sending a service person to the residence.
- *Poly-phase Meters* - We have started to receive some of the electric meters for the commercial and industrial buildings in our electric system and could possibly start installing them when we have completed the installations in Coal Ridge Estates.